

**DRAFT**

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In January, the first two members of the teaching staff of the Language Services Division entered on duty. Their main concern at that time was the supervision of the equipping and supplying of the laboratory. In February, the staff was augmented by the arrival of the Chief, Language Services Division, and an additional member of the teaching staff, as well as one steno-typist. At that time, memoranda were drafted announcing the establishment of the Division and describing its functions. Administrative procedures were set up and the necessary forms were run off for the enrollment of students and for keeping pertinent records. During this period, the Office of Communications made available a technician to supervise the technical installation and to attend to the reproduction of teaching materials. During the latter part of February and early March, the members of the staff obtained and reproduced those materials necessary for the beginning of classes which had been prepared while they were awaiting final security clearance. Prospective students were interviewed by staff members and a language aptitude testing procedure was instituted. On March 10, classes of basic instruction on French, German, Russian and Italian began.

As of March 21, the student enrollment in courses of study in the Language Services Division was: French, 13 elementary students and two intermediate

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students; German, 12 elementary students and 4 intermediate students; Russian, 6 elementary and 5 advanced; Italian, 6 elementary; Persian, one elementary student; Turkish, one elementary student. The total enrollment at that time was 50 students.

The supervision and approval of language training in outside institutions was made the responsibility of the Language Services Division. In addition, the OGD library turned over its supply of language records to Language Services Division. These records and manuals supplemented by others obtained from the TRS library are now lent for home use to members of the Agency to whom language training is otherwise unavailable. The assignment of a full-time laboratory technician, plus the services of Lt.

made it possible to open facilities of the language laboratory

from 0830 hours to 2000 hours, Monday through Friday, and from 0830 hours to 1600 hours on Saturday, starting March 24. Later, in response to requests from students and with the entrance on duty of another laboratory technician, the laboratory hours were expanded by opening the laboratory at 0700 on weekdays. The laboratory technicians have undertaken to make modifications in the original installation which experience has shown allows greater fidelity in recordings and greater flexibility in the use

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*Since*  
of facilities. ~~On~~ March 10, the date the first classes began, to the present,  
the materials and services available to language students *have* has been considerably expanded. Course materials presently available include the following:

GERMAN:

The German materials consist of a beginning series of 40 tape recordings which are used to accompany classroom work, as well as a beginning series of 12 tape recordings for self-study. For the use of intermediate and advanced students, there is a conversational series of 40 tapes. Simplified area readings for intermediate students are presented in a series of 6 tapes. Textual materials are available for each of the series. German newspapers are accessible to advanced students and a series of English translation tapes is planned which will be based on the newspaper articles and used for instruction or drill in rapid reading.

RUSSIAN:

The Russian materials consist of a beginning series of 24 tape records in Spoken Russian which may be used either in conjunction with classroom instruction or self-study programs. Eighteen tape recordings are available for intermediate self-study in Spoken Russian. Text materials are also

provided for these recordings. Twenty-five representative Russian texts, accompanied by English translation on tape, are provided for use in training in rapid reading. Reference grammars and dictionaries are available for all Russian students.

FRENCH:

There are at the present time 20 practical conversation drill recordings at the beginning level with accompanying texts and grammars. This course is being progressively expanded and it is expected that the material now prepared, when recorded, will total some 40 tape recordings. A beginning and intermediate self-study series is recorded on 12 tapes. Texts are provided, together with the recordings. The advanced conversation series which is made up of area and newspaper readings is recorded on 35 tapes. Mimeographed texts have been prepared to go along with this series. Area readers, reference grammars and dictionaries have been selected to meet student needs.

ITALIAN:

The beginning and elementary conversation series is recorded on 24 tapes with Mimeographed lessons accompanying them. Recordings are now in progress for materials which have been prepared to expand this series.

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It is envisioned that the series will ultimately total some 45 tapes. An intermediate series extending to advanced conversation and reading is prepared for self-study students. This material appears on 23 tape recordings. There are texts for most of these recordings; however, many of them are designed to develop speaking comprehension and therefore do not require written texts. As in the above languages, reference grammars, readers and dictionaries are a part of our student library.

SPANISH:

The textual material for the beginning series has been largely completed. Twenty-one of the projected 36 recordings have been made available to students. The intermediate and advanced self-study conversation series appears on 24 tapes with accompanying texts. Considerable enlargement of the advanced conversation self-study series is anticipated since much material has been prepared. The above material is supplemented by a library of reference grammars, readers and dictionaries.

ADDITIONAL LANGUAGES:

Materials for elementary self-study in 16 additional languages consist of approximately 12 tapes in each language, with accompanying texts

and grammar lessons are in the laboratory. Many of these are in use at the present time. Students are presently studying these lessons and it is anticipated that tapes and texts in the remaining languages will be useful in fulfilling future requirements.

#### INSIDE TRAINING

Since the beginning of classes on the premises of the Language Services Division, 260 requests for training have been processed. Of this number, 240 have received training. The enrollments at various times have fluctuated between 50 on March 10 and 109 on July 25. Students are presently enrolled for study in 13 languages. In addition to the five major languages, students are enrolled for self-study in the following: Slovak, Norwegian, Korean, Dutch, Danish, Japanese, Arabic and Polish. The number enrolled at any one time in the courses offered by the Division has steadily increased since the inception of the program. For the past six weeks, a formal record has been kept of student hours in the laboratory. The present total is 340 student hours for the week of July 14-18. This total, too, has risen during the period covered by the reports.

#### OUTSIDE TRAINING

Where the requirements of the various divisions could not be

satisfied by training facilities on the premises of the Language Services Division, arrangements were made to procure such training in an outside institution. Since Language Services Division was empowered to authorize training in outside institutions on behalf of the Director of Training, 95 students have been thus placed for the study of some 19 languages. Students have been sent to three commercial schools, private tutors, the Foreign Service Institute of the Department of State and the language departments of several additional institutions. Among the latter may be listed:


**Yale**

Institute of Languages and Linguistics  
School of Foreign Service, Georgetown  
University

George Washington University

STATINTL

In addition to individual students placed in outside institutions, 355 students



of this number have been sent to the UTQA Russian course.

**PLANNING AND DEVELOPMENT**

In May, forms were distributed to the divisions of the Agency for a survey of the language needs of the Agency. The survey was divided into

three phases:

1. Current Requirements for fiscal year 1953.
2. Long-range requirements (for a period of five years).
3. Requirements for drill hours, aimed at the retention of existing language skills.

The replies to the survey have been received by the Language Services Division and are presently being tabulated. These tabulations will be used by the Division to plan courses of training suited to the needs of the Agency.

At present, the staff of the Language Services Division consists of Chief, Language Services Division, two full-time instructors (Germanic and Romance languages), two laboratory technicians and [REDACTED]. The part-time instructor in Russian on loan from [REDACTED] is temporarily filling the position formerly occupied by Mr. [REDACTED] who was called into the military service. This arrangement will prevail until the arrival of the permanent instructor, Mr. [REDACTED] who is to enter on duty in September.

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Before the departure of [REDACTED] was interviewed as a prospective Russian instructor. Two candidates for the position of Arabic



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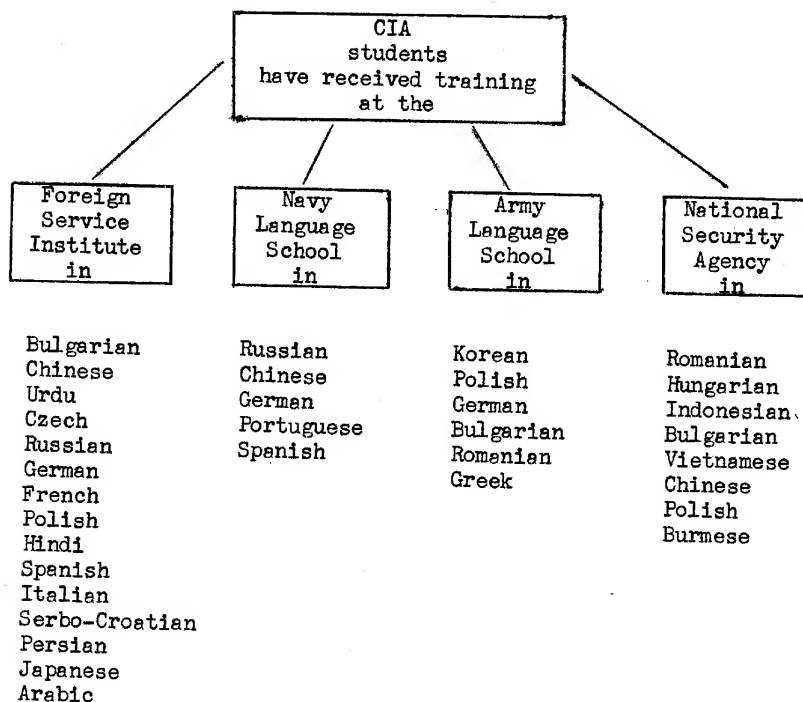
linguist, [REDACTED], were interviewed and both declined to accept the position. An interview is scheduled with a candidate for the position of Chinese linguist in the immediate future.

One of the major difficulties encountered has been the maintenance of an adequate clerical staff. The Division has had two steno-typists, both of whom have vacated their positions. At the present time, the Division has one secretary.

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# COOPERATION WITH OTHER GOVERNMENT AGENCIES IN CONDUCTING LANGUAGE TRAINING

The Agency has sought, and obtained, full assistance from other government agencies with well-established language training facilities.



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